

DEPARTMENT OF THE ARMY
Corps of Engineers, Omaha District
215 North 17th Street
Omaha, Nebraska 68102-4978

DM 37-1-10

CEMRO-RM-B

Memorandum
No. 37-1-10

15 March 1990

Financial Administration
FINANCIAL MANAGEMENT RESPONSIBILITIES

1. Purpose. The purpose of this memorandum is to define responsibilities for financial and manpower management within the Omaha District Corps of Engineers and to establish policies and procedures to ensure effective and efficient utilization of these resources throughout the District.
2. Applicability. This memorandum is applicable to all offices, divisions, and field offices assigned to the Omaha District Corps of Engineers and encompasses all funding and manpower categories including, but not limited to, Civil Works Funds, Military Funds, Revolving Funds, and funds obtained through funded and automatic reimbursable procedures, as well as those provided through Military Interdepartment Purchase Request (MIPR) channels.
3. References.
 - a. AR 5-2
 - b. AR 37-1
 - c. AR 37-20
 - d. ER 10-1-3
 - e. ER 11-1-22
 - f. ER 11-2-201
 - g. ER 11-2-240
 - h. ER 37-1-24
 - i. ER 37-2-10
 - j. ER 37-345-10
 - k. EP 37-1-3
 - l. DM 10-1-3
 - m. DR 37-1-1
 - n. DM 37-1-9
 - o. OMB Circular A-123
4. General. The Commander, Omaha District Corps of Engineers, has overall responsibility for the distribution and efficient and effective utilization of all financial and manpower resources allocated to the Omaha District. In addition, the Commander is responsible for the establishment and review of policies, procedures, and controls to prevent fraud, waste, mismanagement, and violations of 31 USC 1517 and Anti-Deficiency Acts, and to ensure maximum efficient utilization of all available resources.

This Memorandum supersedes DM 37-1-10, dated 1 October 1983

5. Policies.

a. Such procedures and controls as deemed necessary and appropriate will be established at every level of organization within the Omaha District to prevent fraud, waste, mismanagement, and violations of 31 USC 1517 and Anti-Deficiency Acts, and to ensure maximum efficient utilization of all available resources.

b. Activity Directors are assigned responsibility for various budget programs and functions, as reflected in Appendix A.

c. A Program Budget Advisory Committee (PBAC) will be established to assist the Commander in the fulfillment of command responsibilities in Resource Management.

d. The PBAC establishes resource policy; develops planning, programming, and resource guidance; reviews recommendations from the staff; and makes recommendations to the Commander on resource matters.

e. The PBAC will be comprised of the following members with additional requirements as shown:

(1) The PBAC is chaired by the Deputy Commander.

(2) Regular members of the PBAC are:

Chief, Programs and Project Management Division
Chief, Engineering Division
Chief, Construction Division
Chief, Operations Division
Chief, Planning Division
Chief, Real Estate Division
Chief, Resource Management Office
Budget Officer

(3) Chief, Resource Management Office, will represent all offices not on the committee.

(4) The Budget Officer is responsible for coordination of the agenda, scheduling of meetings, distribution of "read-ahead" packages, and preparation of minutes to record guidance and decisions. Copies of minutes, once approved by the Chairperson, will be provided to the Commander, committee members, and the PBAC Chairperson.

(5) Each regular member of the committee will appoint an assistant to act as an alternate with full authority to participate in the decision process. Each member may bring an advisor(s) to provide technical assistance. Advisors cannot vote on committee actions.

f. The primary functions of the PBAC are:

- (1) Develop planning, programming, budgeting, and execution guidance.
- (2) Develop parameters for workload programming and the allocation of money and manpower.
- (3) Consider proposals, analyses, and recommendations from the staff.
- (4) Make recommendations to the Commander concerning planning, programming, budgeting, and manpower.

g. The PBAC will meet at the call of the chairperson. Any regular committee member may request that a meeting be convened. The request will be in writing to the chairperson and will address topics to be discussed.

(1) Upon notification by the Chairperson of a scheduled meeting, each committee member will be requested to submit suggested topics of discussion to the Budget Officer for preparation of an agenda.

(2) An agenda will be prepared and approved by the Chairperson for each meeting. The agenda will be distributed to committee member, along with any "read-ahead" material, at least 3 workdays prior to the meeting.

(3) A quorum must be present at each meeting in order to transact business. a quorum is defined as two-thirds of the membership.

(4) Minutes of each meeting will be prepared and, upon approval by the Chairperson, distributed to all members.

6. Responsibilities.

a. Chief, Resource Management Office, is responsible for:

(1) Reviewing, editing and consolidating resource data submitted by all elements for inclusion in budget reports and review and analysis reports.

(2) Maintaining data for inclusion in budget estimates and budget review reports on a current basis during the year of execution. Justification and submission of workload and/or resource data on or before required submission dates.

(3) As recommended by the PBAC, presents workload and resourcing estimates to the Commander.

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b. Chiefs of Division elements are responsible for development, justification and submission of workload and/or resource data on or before required submission dates.


c. The Commander reviews and approves the operating program.

d. Chiefs of Division elements implement the plan of action in the operating program recognizing the approved dollar values as guidelines in performing their mission.

e. The PBAC should meet regularly, but not less than twice each fiscal year. Minutes of the meetings will be forwarded to the Executive Office and will be retained for a period of at least 2 years.

FOR THE COMMANDER:

Appendix
APP A - Activity Director Listing
and Responsibilities



DONALD E. NEEDHAM
LTC, Corps of Engineers
Deputy Commander

DISTRIBUTION

A
B

APPENDIX A

ACTIVITY DIRECTORS - OMAHA DISTRICT

<u>Type of Funds</u>	<u>Program</u>	<u>Appropriation</u>
<u>Engineering Division</u>		
MCAP - Design	P313	57-3300
MCA - Planning	300000	21-2050
Family Housing, Army - Adv Plng & Des	P1940	21-7020
General Invest - Tech & Eng Assist, Subclass 188		96X3121
General Invest - Hydro Studies, Subclass 260		96X3121
Constr General - All except Class 710, Recreation Fac and Subclasses		96X3122
516, 517, 518, Local Prot Proj		
Operation & Maint, General, Subclass 211, Scheduled Reservoir Operations		96X3123
<u>Construction Division</u>		
MCAP - Construction	P321	57-3300
MCA - Major Const	100000	21-2050
MCAR - Major Const	P8611	21-2086
CAW, AR - Army Reserve	P5109	21-2080
Family Housing, Army - Const	P1900	21-7020
<u>Real Estate Division</u>		
COM, ANG - Base Operations	P3729	21-2065
HAZ - Homeowners Assistance	P21/P22	97X4090
<u>Planning Division</u>		
General Invest - All except Subclass 188/260		96X3121
Construction General - Local Prot Proj, Subclasses 516, 517, 518		96X3122
<u>Operations Division</u>		
Construction General - Class 710, Recreational Facilities		96X3122
CAW, General - All except Subclass 211, Scheduled Res Opns and Category		96X3123
500, Nat Emer Preparedness Program		
Special Recreation Use Fees		96X5007
General Regulatory Functions		96X3126

ACTIVITY DIRECTORS - OMAHA DISTRICT (Cont'd)	
<u>Type of Funds</u>	<u>Appropriation</u>
<u>Emergency Management Division</u>	
CEM, General - Category 500 National Emergency Preparedness Prog	96X3123
Flood Control & Coastal Emerg	96X3125
<u>Resource Management Office</u>	
CE Revolving Fund - Reimbursable Orders	96X4902
MCA - Reimbursable Orders	21X2050
CEM, A - Programs 2, 7, 8, & 9	21X2020
	790000